



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1950

May 3, 2012

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Threat Reduction Advisory Committee*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Threat Reduction Advisory Committee* (attached). The Committee will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Committee's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Megan McPherson, at 703-614-1329.

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

Attachments
Proposed Charter

CHARTER THREAT REDUCTION ADVISORY COMMITTEE

1. Committee's Official Designation: The Committee shall be known as the Threat Reduction Advisory Committee (hereafter referred to as "the Committee").
2. Authority: The Secretary of Defense, under the provision of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority) established the Committee.
3. Objectives and Scope of Activities: The Committee shall provide independent advice and recommendations on matters relating to combating weapons of Mass destruction, as set in (4) below.
4. Description of Duties: The Committee shall provide the Secretary of Defense, through the Under Secretary of Defense (Acquisition, Technology, and Logistics) and the Assistant Secretary of Defense (Nuclear, Chemical and Biological Defense Programs), independent advice and recommendations on:
 - a. Reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional and special weapons;
 - b. Combating weapons of mass destruction to include non-proliferation, counterproliferation, and consequence management;
 - c. Nuclear deterrence transformation, nuclear material lockdown and accountability;
 - d. Nuclear weapons effects;
 - e. The nexus of counterproliferation and counter WMD terrorism; and
 - f. Other Acquisition, Technology, and Logistics; Nuclear, Chemical and Biological Defense; and Defense Threat Reduction Agency mission-related matters.
5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary of Defense through the Under Secretary of Defense (Acquisition, Technology, and Logistics).
6. Support: The Department of Defense, through the Office of the Under Secretary of Defense (Acquisition, Technology, and Logistics), the Office of the Assistant Secretary of Defense (Nuclear, Chemical and Biological Defense Programs), and the Defense Threat Reduction Agency, shall provide support as deemed necessary for the Committee's performance, and shall ensure compliance with the requirements of the FACA and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.
7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support, is approximately \$620,000, and 2.0 full-time equivalents (FTE) government employees.

8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all committee and subcommittee meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.

The Designated Federal Officer, or the Alternate Designated Federal Officer, shall call all of the Committee's meetings; prepare and approve all meeting agendas; adjourn any meeting when the Designated Federal Officer, or the Alternate Designated Federal Officer, determines adjournment to be in the public interest or required by governing regulations or DoD policies/procedures; and chair meetings when directed to do so by the official to whom the Committee reports.

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the Committee's Designated Federal Officer, in consultation with the Chairperson. The estimated number of Committee meetings is four per year.
10. Duration of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
11. Termination Date: The Committee shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. Membership and Designation: The Committee shall be composed of not more than 30 committee members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, weapons of mass destruction, nuclear physics, chemistry, and biology.

The Committee members are appointed by the Secretary of Defense, and their appointments will be renewed on an annual basis. The Committee members who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees.

Committee members shall, with the exception of travel and per diem for official travel, serve without compensation, unless authorized by the Secretary of Defense.

The Under Secretary of Defense (Acquisition, Technology, and Logistics) and the Assistant Secretary of Defense (Nuclear, Chemical and Biological Defense Programs) shall select the Committee's Chairperson and Vice Chairperson from the Committee membership at large.

The Secretary of Defense may approve the appointment of Committee members for one to four year terms of service; however, no member, unless authorized by the

Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

Each Committee member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

13. Subcommittees: With DoD approval, the Committee shall be authorized to establish subcommittees and panels, as required and consistent with its mission. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense or the advisory committee's sponsor.

Such subcommittees or panels shall not work independently of the chartered Committee, and shall report their findings and advice solely to the Committee for full deliberation and discussion. Subcommittees or working groups have no authority to make decisions and recommendation verbally or in writing on behalf of the chartered Committee, nor can they report directly or release documents to the Agency or any Federal officers or employees not Committee Members.

All subcommittee members shall be appointed in the same manner as the Committee members; that is, the Secretary of Defense shall appoint subcommittee members even if the member in question is already a Committee member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one to four years; however, no member shall serve more than two consecutive terms of service on the subcommittee.

Subcommittee members, if not full-time or part-time government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and shall serve as special government employees, whose appointments must be renewed by the Secretary of Defense on an annual basis. With the exception of travel and per diem for official Committee related travel, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Government in the Sunshine Act, governing Federal statutes and regulations, and governing DoD policies/procedures.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (U.S.C. § 552, as amended).
15. Filing Date:

Membership Balance Plan Threat Reduction Advisory Committee

Agency: Department of Defense (DoD)

- 1. Authority:** The Secretary of Defense, under the provision of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority), established the Threat Reduction Advisory Committee (hereafter referred to as “the Committee”).
- 2. Mission/Function:** The Committee, under the provisions of FACA, shall provide the Secretary of Defense, through the Under Secretary of Defense (Acquisition, Technology, and Logistics) (USD(AT&L)) and the Assistant Secretary of Defense (Nuclear, Chemical and Biological Defense Programs) (ASD(NCB)), independent advice and recommendations on:
 - a. Reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional and special weapons;
 - b. Combating weapons of mass destruction to include non-proliferation, counterproliferation, and consequence management;
 - c. Nuclear deterrence transformation, nuclear material lockdown and accountability;
 - d. Nuclear weapons effects;
 - e. The nexus of counterproliferation and counter WMD terrorism; and
 - f. Other nuclear, chemical and biological defense; and Defense Threat Reduction Agency mission-related matters as requested by the sponsors.
- 3. Points of View:** The Committee shall be comprised of not more than 30 members, who are eminent authorities in the fields of national defense, geopolitical and national security affairs, weapons of mass destruction, nuclear physics, chemistry, and biology.

The USD(AT&L) and the ASD(NCB) shall select the Committee’s Chairperson and Vice Chairperson from the Committee membership at large.

The DoD, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters handled by the Committee; however it is not to exceed the self-imposed limit of 20 members, although up to 30 members can be appointed as stated in the charter.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Committee members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employees. Committee members shall be appointed on an annual basis by the Secretary of Defense.

The Committee’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the Board’s sponsor. In addition, the Department, unless

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otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

- 4. Other Balance Factors:** None.
- 5. Candidate Identification Process:** The Department, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of national defense, geopolitical and national security affairs, weapons of mass destruction, nuclear physics, chemistry, biology, and other matters of special interest to the DoD. Potential candidates are identified by the USD(AT&L), the ASD(NCB) their professional staffs, as well as recommended by current Committee members.

Once potential candidates are identified, the USD(AT&L) reviews the credentials of each individual and narrows the list of potential candidates. During the Under Secretary's review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the anticipated subject matters that will be reviewed by the Committee to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Department of Defense Office of General Counsel (DoD OGC) and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements; for example, compliance with the advisory committee's charter and membership balance plan. Following this review, the Under Secretary formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the Department.

Following the Secretary or Deputy Secretary approval, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

The Secretary of Defense may approve the appointment of Committee members for one to four year terms of service; however, no member, unless authorized by the Secretary, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees for the Committee.

- 6. Subcommittee Balance:** The Department, when necessary, and consistent to the Committee's mission and DoD policies and procedures, may establish subcommittees deemed necessary to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the advisory committee's sponsor.

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The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as the parent committee appointments are made. These individuals may come from the parent committee or new nominees, as recommended by the advisory committee's sponsor and based upon the matters under consideration, but they must be approved by the Secretary or Deputy Secretary before participating in the subcommittee's work.

As required by the Committee's charter, these subcommittees operate under the provisions of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

- 7. Other:** The DoD adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's prohibition against registered federal lobbyists.
- 8. Date Prepared/Updated:**